

Revised 9/07	ARIZONA DEPARTMENT OF EDUCATION GUIDELINES & PROCEDURE	NO. GE-19
SUPERSEDES		SHEET 1 of 1
SUBJECT: PASSING TIME		FILING INSTRUCTIONS (Guidelines & Procedures Manual) Section: General As item: GE-19

I. PURPOSE

The purpose of this guideline is to clarify the amount of passing time that may be included in calculations of the total instructional hours offered to students and the procedure for instances where the limit in passing time is exceeded.

II. GUIDELINE

- a. Passing time is the time it takes for a student to physically travel from one Board approved course of study to another Board approved course of study.
- b. A total of seven (7) minutes or less of passing time can be included in calculating the annual instructional hours. Annual instructional hours are specified in A.R.S. §15-901(A)(2)(a)(b) or (c).
- c. Passing time not allowed:
 - (i) Passing time in excess of seven (7) minutes shall not be included in calculating the annual instructional hours required in A.R.S. §15-901(A)(2)(a)(b) or (c).
 - (ii) Passing time to or from one instructional program to a non-instructional program such as lunch, home room, study hall and recess shall not be included in the calculation of annual instructional hours.

III. PROCEDURE

If school districts or charter holders are not in compliance with annual classroom instructional hours pursuant to A.R.S. §15-901(A)(2)(a)(b) or (c), then annual equalization funding will be prorated accordingly.

The following table is an example of acceptable practice regarding the inclusion and exclusion of passing time in calculating annual instructional hours.

Class Schedule	Scheduled Minutes	Allowable Minutes
Course 1	60	60
Pass Time	10	7
Course 2	60	60
Pass Time	4	4
Course 3	65	65
Pass Time	4	0
Lunch	40	
Course 4	60	60
Pass Time	10	7
Course 5	60	60
Total	333	323